

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Recruiting Bulletin**

ISSUE DATE: November 13, 2008
CLOSING DATE: December 15, 2008

Recruiting Bulletin No. BORCC-A-09-02A

**Regional Technician
GG-0301- 07/09/11/12**

Salary Range:

GG-301-07 (\$39,857 – \$51,809)

GG-301-09 (\$48,753 – \$63,384)

GG-301-11 (\$58,986 - \$76,683)

GG-301-12 (\$70,699 – \$91,913)

NUMBER OF POSITIONS: Few

This bulletin was amended to change the closing date and contact information.

This bulletin will remain open a minimum of 10 days, or until sufficient applicants are received.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A time-limited appointment not to exceed September 25, 2010. This may be extended beyond 9/25/2010 if agency needs arise.

DUTY STATION: Boston Regional Census Center, Boston, MA.

WHO MAY APPLY: All United States Citizens

You must submit a separate completed application for EACH grade level applied.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned regional office for the 2010 Census. Working under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, space/leasing activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct of the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and regional office or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the regional office and/or the LCO.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, or a combination of both.

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

GG-07: Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelors degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-09: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-11: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-12: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA: You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

- 1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.**
- 2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.**
- 3. Experience in analyzing cost and progress reports for a field or office operation.**

Payment of Relocation Expenses **IS NOT** authorized.

For further information on this vacancy you may contact, David Souza, HR Specialist at 617-223-3650.

HOW TO APPLY: Each applicant must submit a completed Application for each grade level applied. A completed application can include a resume listing your work duties and accomplishments relating to the job for which you are applying or a completed Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612). **If only one application is received, you will be considered only for the lowest grade level in your application.**

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email address, if available, and zip code), day and evening phone numbers (with area code).

- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference if they submit a DD-214. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 223-3650.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

U.S. Census Bureau

Boston Regional Census Center
1 Beacon Street, 7th floor
Boston, MA 02108

Phone: 1-617-223-3650
Fax: 1-617-223-3675
Attn: David Souza, HR Specialist
Email: boston.rcc.personnel@census.gov

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / U.S. CENSUS BUREAU IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR,
SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY,
MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL
ORIENTATION, OR OTHER NON-MERIT FACTOR.